

## Performance Management: End of Year Review Getting Started

### **Step #1** Access the **Performance Management Website**

<https://discover-uhr.rutgers.edu/performance-management/home>

Click on **Tutorials** – Watch the “**End of Year Tutorial**” video clip, which shares a quick reminder on how to update Progress Notes and instructions on Process the attestation and submit (5 minutes).

**Managers:** Please review the **Manager Tutorial Video** (8 minutes)

### **Step #2** Access the **Performance Management Tool:** <https://Rutgerstalent.force.com>

Ensure you are using the approved browser: **Chrome, Firefox** or **Safari** Log in as you normally would with your NetID and password.

**\*Very Important\* Update your Progress Note on top navigation bar.**

### **Step #3** Meet with your manager, do the “**Attestation**” and “**Submit for Approval.**”

### **Step #4** Discuss your next fiscal Year’s goals, prepare to load them in, submit and have them approved before the September 30<sup>th</sup>.

\* If you are accessing the site for the first time or did not complete the approval process in Goal Setting, you will need your manager’s approval to “catch-up,” and the next day, you will need to submit for Mid-Year Approval. Then finally, the day following that approval, you will be able to do End of Year. If you need assistance, contact your Performance Management Support.

Support Contact: [Performancemanagement@hr.rutgers.edu](mailto:Performancemanagement@hr.rutgers.edu)